

## OVERVIEW OF BUDGET

DEPARTMENT: COUNTY LIBRARY  
COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI  
BUDGET UNIT: SAP CLB

### I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 29 branches in the unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library also operates a mobile unit in the High Desert that serves young children and their parents and caregivers. The County Library provides access to information through its collection of approximately 1,200,000 items as well as 300 Internet Accessible Public Computers. Cultural and educational programs for all ages are provided at Branch locations. The County Library system is financed primarily through property taxes.

### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>
Total Appropriation	11,749,004	12,217,331	11,536,150	11,561,194
Total Financing Sources	<u>11,930,075</u>	<u>11,759,634</u>	<u>11,697,656</u>	<u>10,875,152</u>
Fund Balance		457,697		686,042
Budgeted Staffing		212.0		209.2
<b><u>Workload Indicators</u></b>				
Circulation	2,931,733	3,025,100	2,902,322	2,900,000
Reference Inquiries	567,531	599,700	547,728	625,000
Branches	28	28	29	29
Total Branch Hours	66,632	66,700	67,864	67,800
Patron Visits	3,124,386	3,200,000	3,309,508	3,350,000

Actual expenditures for 2002-03 were \$681,181 less than originally budgeted. The Department experienced a \$221,596 savings in salaries and benefits due to the countywide hiring freeze and its related impact on filling vacant positions. Also, book purchases were curtailed by \$285,375 in response to a cutback in state revenues. The remaining savings of \$174,210 is primarily the result of County Library contracting for fewer professional services than initially projected.

Branch hours and patron visits have increased resulting from the addition of the Serrano Branch Library during 2002-03. However, the library materials circulation has remained virtually unchanged due to significant reductions to the book budget.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

The department's 2003-04 budgeted staffing has a net decrease of 2.8 positions from the prior year. Included in base budget is the addition of 1.0 Librarian I for the Highland Environmental Learning Center Project and 0.6 Library Associate for the new Serrano Branch Library, which were both approved by the Board as mid-year adjustments during 2002-03. There is a reduction in budgeted staffing of 3.4 positions (1.0 Librarian IV, 1.0 Clerk II, 1.0 Library Assistant, and 0.4 Library Pages) due to the frequent turnover of positions in these two classifications. Per Board direction 1.0 vacant budgeted Librarian II position that was not in recruitment was deleted during budget adoption.

#### **PROGRAM CHANGES**

The Board approved an increase in fines for overdue books and audio-visual materials, as well as approving a new computer printing fee. The additional revenue from these fee revisions, which is estimated to be \$249,000 per year, will be used primarily to augment the Department's book budget. The 2003-04 budget reflects this additional revenue and corresponding appropriations.

County Library's 2003-04 budget also reflects a \$762,942 reduction in purchases in library materials. This decrease was necessitated by further cuts in state revenues.

# COUNTY LIBRARY

GROUP: Economic Development/Public Services  
DEPARTMENT: County Library  
FUND: Special Revenue SAP CLB

FUNCTION: Education  
ACTIVITY: Library

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	7,014,957	7,236,552	7,954,985	(150,481)	7,804,504
Services and Supplies	3,783,368	4,103,468	3,697,989	(483,410)	3,214,579
Central Computer	100,104	100,104	100,104	(27,095)	73,009
Other Charges	75,560	112,395	112,395	530	112,925
Structures & Imprvmts.	-	306,000	306,000	(156,000)	150,000
Equipment	7,475	-	-	-	-
Vehicles	29,475	32,000	32,000	(32,000)	-
Transfers	912,578	750,070	750,070	(229,363)	520,707
Total Exp Authority	11,923,517	12,640,589	12,953,543	(1,077,819)	11,875,724
Reimbursements	(387,367)	(423,258)	(423,258)	108,728	(314,530)
Total Appropriation	11,536,150	12,217,331	12,530,285	(969,091)	11,561,194
<b>Revenue</b>					
Taxes	7,892,701	7,692,850	8,250,649	-	8,250,649
Current Services	889,494	765,000	838,631	241,369	1,080,000
State, Fed or Gov't Aid	1,555,748	1,692,043	1,373,567	(729,664)	643,903
Other Revenue	1,056,142	1,309,741	1,309,741	(697,141)	612,600
Total Revenue	11,394,085	11,459,634	11,772,588	(1,185,436)	10,587,152
Other Financing Sources	303,571	300,000	300,000	(12,000)	288,000
Total Financing Sources	11,697,656	11,759,634	12,072,588	(1,197,436)	10,875,152
Budgeted Staffing		212.0	213.6	(4.4)	209.2
Fund Balance		457,697	457,697	228,345	686,042

		<b>Total Changes Included in Board Approved Base Budget</b>	
Salaries and Benefits	214,151	MOU.	
	407,355	Retirement.	
	12,927	Risk Management Workers' Comp.	
	29,000	0.6 budgeted Library Associate for new Serrano Branch, Board approved September 27, 2002.	
	55,000	1.0 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approved October 29, 2002.	
	<u>718,433</u>		
Services and Supplies	(84,000)	Reduction to professional services to offset increased salaries & benefits.	
	(318,476)	Reduction to book budget to offset decreased state aid per Board item dated October 8, 2002.	
	(3,003)	Incremental change in EHAP.	
	<u>(405,479)</u>		
<b>Revenue</b>			
Taxes	<u>557,799</u>	Projected increase in property tax revenue to offset above costs.	
Current Services	<u>73,631</u>	Projected increase in service fees revenues based on 2002-03 estimates.	
State, Fed or Gov't Aid	<u>(318,476)</u>	Reductions to state aid after final approval of state budget per Board item dated October 8, 2002.	
Total Appropriation Change	312,954		
Total Financing Sources Change	312,954		
Total Fund Balance Change	-		
Total 2002-03 Appropriation	12,217,331		
Total 2002-03 Financing Sources	11,759,634		
Total 2002-03 Fund Balance	457,697		
Total Base Budget Appropriation	12,530,285		
Total Base Budget Financing Sources	12,072,588		
Total Base Budget Fund Balance	457,697		

## COUNTY LIBRARY

Board Approved Changes to Base Budget		
Salaries and Benefits	(150,481)	Decrease of 1.0 Librarian IV (\$75,000), 1.0 Librarian II (\$60,000), and 1.0 Clerk II (\$32,000), as well as a 1.4 decrease for various Library Assistant/Library Page positions (\$37,000). These decreases are partially offset by step increases of \$53,519.
Services and Supplies	79,757 (444,466) (150,000) 45,000 49,066 (106,000) 49,678 30,310  (36,755) (483,410)	Increase in telecommunications expenses and ISD costs. Reduction of materials budget. Decrease in PCs and non-inventoriable equipment. Increased reimbursement to Friends groups for video rentals. Increased general office expenses. Reduced budgets for the following: Professional services (\$16,000), software (\$35,000) Training (\$13,000), Publications (\$11,000), Printing (\$12,000), Utilities (\$9,000), and Travel (\$10,000). Increase of COWCAP. Increase in advertising costs (\$9,000), custodial services (\$10,000) and a net increase in various other accounts (\$11,310). GASB 34 accounting change (EHAP).
Central Computer	(27,095)	
Other Charges	530	Increased debt service on Infrastructure Bank loan (financed Apple Vly Library Construction).
Structures/Improvements	(156,000)	Apple Valley Library construction funds expended 2002-03.
Vehicles	(32,000)	No vehicle purchases planned in 2003-04.
Transfers	36,755 (16,118) (250,000)  (229,363)	GASB 34 accounting change (EHAP). Reduction in rent due to termination of old Apple Valley Branch leased building. One-time donation used in 2002-03 to reimburse A & E for construction costs related to the Apple Valley Branch Library.
Reimbursements	3,970 53,000 51,758 108,728	Reduced reimbursements for Recorder's services & space rent. Projected reduction in CDBG Grant funding. Reduced amount from trust fund for Bloomington Library.
Total Appropriation	(969,091)	
<b>Revenue</b>		
Current Services	241,369	Additional revenue the result of the Board approved increases in fines for overdue books and audio-visual materials.
State, Fed or Gov't Aid	(729,664)	Reduction is mainly the result of less revenue from the State Public Library Fund.
Other Revenue	(250,000) 11,000 (80,000) (310,141) (20,000) (48,000)  (697,141)	One-time Apple Valley library contribution expended in 2002-03. Big Bear Library utility reimbursement. Reduction in E-rate reimbursement. Reduction in First Five Grant (formerly Children & Families Commission LITE Program Grant). Projected reduction in Friends of the Library donations. HSS space reimb was incorrectly listed in both 9970 (Revenue) and 5013 (Reimbursements) in 2002-03.
Total Revenue	(1,185,436)	
Other Financing Sources	(12,000)	Less revenue from the Co. General Fund as a result of the Board approved 4% cost reduction plan.
Total Financing Sources	(1,197,436)	
Fund Balance	228,345	